

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: April 23, 1999

REPLY TO

ATTN OF: AD-442:Fowler

SUBJECT: **LEAVE DONATION SOLICITATION FOR EMILY G. SCHNEIDER**

TO: All ORO and OSTI Employees

Emily G. Schneider has been approved as a leave recipient under the Voluntary Leave Transfer Program. Ms. Schneider, a Patent Attorney in the Office of the Chief Counsel, has been diagnosed with inoperable lymphoma. She just recently returned from maternity leave and has used all her sick and annual leave. Ms. Schneider will be undergoing extensive chemotherapy for 6 months, and it is not known when she will be well enough to return to work.

Employees who wish to donate earned annual leave to Ms. Schneider may do so by completing the attached "Leave Donation Form." When completed, it should be given to your time and attendance clerk for forwarding to the Payroll Office. Note: if you wish to donate "use or lose" leave, you must indicate on the donation form that the leave is "use or lose."

Your attention is called to the following requirements of the program:

1. Only earned annual leave may be donated which includes any "carryover" hours and "restored" hours.
2. The maximum annual leave donation by an employee is limited to one-half the number of hours the employee will earn in the current leave year. (26-day category, 104 hours; 20-day category, 80 hours; 13-day category, 52 hours).

If you have any questions, please contact your Personnel Management Specialist.

Lois Jago, Chief
Personnel and Management
Analysis Branch

Attachment